

A Guide for Using APA Style

APA (American Psychological Association) style is the most commonly used format to cite sources within the social sciences and many medical disciplines. Below students will find basic information and examples for in-text, parenthetical citations and references. For complete information, please refer to an online guide such as those cited below, or a recent edition of the APA manual, which is available at most public and college libraries.

This guide is based on information found on the following online sources:

The Arthur C. Banks, Jr. Library at Capital Community College. (June 2004). Writing research papers based on styles recommended by the American Psychological Association. (Online), Retrieved on July 31, 2006, from <http://www.ccc.commnet.edu/apa/index.htm#contents2>

The OWL at Purdue. (n.d). APA formatting and style guide. Retrieved on August 1, 2006, from <http://owl.english.purdue.edu/owl/resource/560/01/>

In-Text, Parenthetical Citations

About Parenthetical Citations

An important part of being a responsible and honest member of an academic community is giving credit to sources of ideas and language that are not your own. It also is important to your reader who may want to find and access your research for his or her own information.

Unlike some other formatting styles that use footnotes to cite the source of your information, APA style requires the source of any words, phrases, or ideas that are not your own to be listed in parentheses within the text of your paper. By using parenthetical citations you can easily and efficiently refer your reader to your source. (After a bit of practice, many students find APA formatting to be simpler to use than other formats).

To use this documentation technique, simply place the following information within parenthesis immediately after your borrowed ideas and quoted language: the author's or authors' name(s); date of publication; and if you use a direct quote, page numbers. This key information will then allow your reader to find the appropriate source on your "Reference" page.

Keep in mind that APA has particular formatting rules for your parenthetical citations. For the basics, read on.

APA Citation Basics

Following are [hypothetical] examples of how to use parenthetical citations:

- When using APA format, you will most often use the author-date method. This simply means when crediting a **borrowed idea** or language, placing in parenthesis the author's last name and the year of the source's publication. (In most cases, the complete reference, with all pertinent information, comes at the end of your paper in your "Reference" page.)

EXAMPLE A:

Sigmund Freud's theories were strongly influenced by the Victorian times in which he lived (Tipton, 1990).

- When you use a **direct quote**, you will follow the format above, but add also the page number (or if unavailable, the paragraph number.) Additional information about quotations comes later.)

EXAMPLE B:

"B.F. Skinner was the most influential psychologists of the twentieth century, and his contributions eclipsed those of the better known Sigmund Freud" (Copeland, 2003, p. 156).

- If the author is named in the text, cite only the year.

EXAMPLE C:

According to Tipton (1990), Sigmund Freud's theories were strongly influenced by the Victorian times in which he lived.

- If both the name of the author and the date are used in the text, a parenthetical citation is unnecessary.

EXAMPLE D:

In her 2004 article, James identified six imperatives . . .

- When there are two authors, cite both names each time the reference appears.

EXAMPLE E:

Intersex categories are known for having degrees of manifestation (Milton & Diamond, 1998).

Milton and Diamond (1998) identified several degrees of manifestation . . .

- When there are three to five authors, list all the authors the first time the reference appears. After that first reference, use the first author's last name followed by et al. (which means "and others").

EXAMPLE F:

Children with this physical condition constitute a high-risk group as regards the development of psychopathology including GID, the long-term treatment of parents and children should start as soon as the diagnosis is made (Stenvert, Drop, Sabine, De Muinck, & Keizer-Schrama 1998).

Stenvert et al (1998) developed protocols . . .

A Note About Sources Without Page Numbers

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited.

According to Smith (1997), ... (Mind over Matter section, para. 6).

Citing References

About References and the Reference Page

The reference page provides the information necessary for a reader to locate any source you cite in your paper. Each source you cite in your paper must be listed on your reference page. In turn, each source you list as a reference must be cited in your paper.

In APA style, your list of references comes at the end of your paper or essay. These should be listed on a separate page with the heading “References” centered at the top of the page. (Do not use quotation marks, bolding, or italics.) The sources cited in a paper are listed in alphabetical order (according to author’s last name), double-spaced.

Reference List Basics

- Authors' names are inverted (last name first); give the **last name and initials** (no first names or titles, such as Dr. or Ph.D) for all authors of a particular work. Reference list entries should be alphabetized by the last name of the first author of each work.

(Exceptions to the above are when you are listing the editors of a work. Then the initials come before the last name.)

- The second and subsequent lines are indented about one-half inch (much like a backwards paragraph).
- Italicize titles of longer works such as books and journals **but** not the titles of chapters or articles contained therein.
- When referring to any work that is NOT a journal – such as a book, article, or Web page – capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- To indicate pages, use the abbreviation *p* or *pp*.

(<http://owl.english.purdue.edu/owl/resource/560/01/>, n.d.)

Examples of Reference Citations

Following are some examples of references Introductory Psychology students will most commonly use. If you encounter a source that is not exemplified, please refer to the APA Manual or one of the websites cited above.

NOTE: *When using the examples listed below, be certain to follow the demonstrated patterns and punctuation.*

- **Single-Author Book (or Part of a Book)**

Garbarino, J. (2006). *See Jane hit: Why girls are growing up more violent and what can be done about it*. New York: Penguin Press.

Brinkerhoff, S. (2004). *Drug therapy and anxiety disorders*. Philadelphia: Mason Crest Publishers.

- **Book with Two or More Authors**

Kosslyn, S.M. & Rosenberg, R. (2005). *Fundamentals of psychology: The brain, the person, and the world*. (2nd ed). Boston: Allyn and Bacon.

Lions, A.N., Tigers, N., & Bears, O.Y. (1993). *Survival of the fittest in the land of Oz*. Kansas City, MO: Emerald City Press.

Remember: The second and subsequent lines are indented about one-half inch (much like a backwards paragraph). Moreover, unlike the in-text parenthetical citation, the abbreviation et al is not used on the Reference page. Note also that all authors are listed last-name-first (unlike MLA style), and that an ampersand — & — is used before the last name.

- **Book Without Author or Editor Listed**

Webster's New Collegiate Dictionary. (1961). Springfield, MA: G. & C. Merriam.

- **Magazines/Periodicals**

Bryner, M. (2006, Jul/Aug). The tip of the tongue conundrum. *Psychology Today*, 39, 29-30.

Raymond, J. & Naughton, K. (2004, March 29). Death, or life in a “rubber room”? *Newsweek*, 143, 8.

Note: Just indicate the page numbers. Do not use the word “pages” or the abbreviations “p.” or “pp.”

- **Scholarly/Academic Journals**

Hayashi, A. (2006). Emotional intelligence and outdoor leadership. *Journal of Experiential Education*, 28, 333–335.

- **Newspaper Articles, Editorials, etc.**

Hartocollis, A. (2006, January 6). Insanity plea considered in sex offense case. *The New York Times*, pp. B-1, B-3.

If the author's name is not available, begin the reference with the headline or title.

Nutrition tips for the overweight. (2006, June 30). *USA Today*, p. A-22.

Electronic and Online Resources (e.g., non-periodical Web Pages)

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>)

Generally, when listing an online reference, it will follow this format:

Author(s), I. (date —or "n.d." if not date is posted). Title of work. (Online), date retrieved. Name of Database or Internet address of the specific document. Specify URL exactly

Do not end your entry with a period when ending with an URL.

The date should be the year of publication or the most recent update. If you cannot find the date of the source, list the exact date you retrieved the information on the Internet.

Online Journal or Periodical Articles

Online articles follow the same format and guidelines as printed articles. Include all information the online host has available.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of journal, volume number*(issue number if available). Retrieved month day, year, from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved August 18, 2006 from <http://www.alistapart.com/articles/writeliving>

If the article appears also as a printed version, you need not list the URL. Instead, use "Electronic Version" in brackets after the article's title.

Hartocollis, A. (2006, January 6). Insanity plea considered in sex offense case [Electron version]. *The New York Times*, pp. B-3.

Article From a Database

When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work).

Hayashi, A. (2006). Emotional intelligence and outdoor leadership. *Journal of Experiential Education*, 28, 333–335. Retrieved on August 20, 2006 from Academic Search Elite Database.

AVOIDING PLAGIARISM

A. What is plagiarism?

1. Definition: "Presenting someone else's ideas as your own, whether deliberately or accidentally" (Fowler, 1986, p. 501).
2. Plagiarism is derived from a Latin word meaning "kidnapper" (Fowler, 1986, p. 570).
3. Forms of plagiarism
 - a. "The use of another's writing without proper use of quotation marks. Do not under any circumstances, copy onto your paper a direct quotation without providing quotation marks and crediting the source" (Lester, 1967, p. 47).
 - b. "The borrowing of a word or phrase, the use of an idea, or the paraphrasing of material if that phrase, idea or material is not properly introduced or documented. Also included in plagiarism is the mere arrangement of phrases from the original into a new pattern" (Lester, 1967, p. 47).
 - c. It is also plagiarism to "take, buy, or receive a paper written by someone else and present it as your own" (Corder & Ruskiewicz, 1985, p. 633).
 - d. Another form of academic dishonesty that is related to plagiarism is collusion which is defined as "collaboration with someone else in producing work you claim to be entirely your own" (Corder & Ruskiewicz, 1985, p. 633).

B. How can plagiarism be avoided?

1. Acknowledge all borrowed material by introducing or following the quotation or paraphrase with the name of the authority from whom it was taken.
2. Enclose all quoted materials within quotation marks, even single words and phrases.
3. Make certain that all paraphrased material is written in your own style and language.
4. Provide a bibliographic entry for every source that appears in a written work.
5. Be certain that all written work you submit is your own. You may (and in some cases should) ask others to review your work, but "any changes, deletions, rearrangements, or corrections should be your own work" (Corder & Ruskiewicz, 1985, p. 633).

C. Why is plagiarism wrong?

1. It is academically dishonest and can lead to serious sanctions from the college.
2. It undermines the academic integrity and ethical atmosphere of the college.
3. It violates the mission of the college to emphasize a "respect for knowledge."
4. It involves a passive, rote learning process that obstructs the acquisition and understanding of meaningful academic material.
5. It stalls or retards intellectual, moral, and social development.
6. It is contrary to the concept of critical thinking.
7. It promotes feelings of lowered self-esteem in those who believe they must practice it to survive academically.
8. It produces alumni whose inferior knowledge, abilities, and moral standards tarnish the public image of the college and lower the perceived value of a Rockford College degree in the eyes of those who evaluate current MCC students who are seeking employment or transfer to a 4-year school.
9. It is considered to be a criminal offense (i.e., the theft of intellectual property) and can result in fines and/or imprisonment.
10. It violates the code of ethics of the American Psychological Association.

References

- Corder, J.W., & Ruskiewicz, J.J. (1985). *Handbook of Current English*. Glenview, IL: Scott, Foresman.
- Fowler, H.R. (1986). *The Little, Brown Handbook*. Boston: Little, Brown and Company.
- Lester, J.D. (1967). *Writing Research Papers: A complete Guide*. Glenview, IL: Scott, Foresman.

The next two pages contain some useful hints on word usage and punctuation. Please review them before turning in your writing assignment. The Writing Center also is a great resource; check it out.

Italics & Underlining

The following was taken from Empire State College's The Writer's Complex Website:

Italics and underlining can be used interchangeably, although usually underlining is used when something is either hand written or typed; if using a computer you can italicize. If you start using italics, don't switch to underlining within the same document.

Italics or underlining are used most often: for titles of longer works: books, magazines, newspapers, films, TV shows, a complete symphony, plays, long poems, albums:

Albert Borgmann's book, *Crossing the Postmodern Divide*
the TV show *Frasier*
the film *It Happened One Night*
the magazine *Adirondack Life*
the newspaper *The Miami Herald*
Longfellow's poem *Evangeline*
the Beatles album *Abbey Road*

Italics or underlining are also used for titles of paintings, sculptures, ships, trains, aircraft, and spacecraft:

Van Gogh's painting *Starry Night*
Daniel Chester French's sculpture *The Spirit of Life*
U.S.S. Saratoga
Orient Express
Air Force One
Apollo 13
Microsoft Word

Quotation Marks

Shorter works, such as book chapters, articles, sections of newspapers, short stories, poems, songs, and TV episodes are placed in **quotation marks**.

Empire State College. (n.d.). The Writers Complex: *Italics and Underlining*. Retrieved August 25, 2008, from

http://www.esc.edu/esonline/across_esc/writerscomplex.nsf/home.

COMMONLY CONFUSED WORDS HINT SHEET

among (preferred)	He worked among the poor.
amongst (old-fashioned)	He worked amongst the poor.
advice (an opinion)	Take my advice.
advise (to counsel, give advice)	Jill will advise you.
a lot (always two words)	A lot of problems have no solutions.
a lot (avoid in formal use)	Many problems have no solutions.
all right (always two words)	We decided everything was all right.
affect to influence	I was affected by her plea.
effect the result	What was the effect of the plan?
effect to bring about something	Let's effect a solution.
every day (every single day)	I work every day of the week.
everyday (daily)	Complaints are everyday occurrences.
its (belonging to it)	Look at its structure.
it's ("it is")	It's raining.
know (to understand)	I know what you mean.
no (a negative)	No people live there.
lead (to guide)	He leads the group.
led (past tense of <u>to lead</u>)	He led the group to freedom.
lead (a metal)	The bullets were made of lead.
loose (not secure)	Sew on that loose button.
lose (misplace)	The new employee may lose her job.
may be (may occur)	She may be the suspect.
maybe (perhaps)	Maybe I'll go to the movies.
passed (went by, succeeded in)	Everyone passed the test.
past (a time before now)	Don't live in the past.
than (used in comparisons)	I'm more tired than you.
then (at that time)	Then I let him have it.
their (belonging to them)	It's their fault.
there (at that place)	Go over there.
they're ("they are")	They're late.
to (toward)	I'm going to heaven.
to (a verb part)	She started to smile.
too (also)	The coffee was hot, too.
too (very)	The coffee was too hot.
two (the number 2)	There were two cars.
whose (belonging to whom)	Whose coat is this?
who's ("who is")	Who's going?
you're ("you are")	You're in the music room.
your (possessive pronoun)	Your mother is here.

The above information was excerpted from:

Southern Illinois University Edwardsville. (2005). *The Writers Reference Book: Module #23 Commonly Confused Words Hint Sheet*. Retrieved August 25, 2008, from <http://www.siu.edu/IS/WRITING/modules-23.htm>.